

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

25 May 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-066

POSITION: IT Specialist (SYSADMIN) (D1567P01) (GS-2210-11) EXCEPTED POSITION

LOCATION: 265th Combat Communications Squadron, South Portland, Maine

SALARY RANGE:

\$64,862 to \$84,320 per annum

GS-11

CLOSING DATE: 9 June 2016

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted (E8 & Below) Technicians in the Maine Air National Guard.

AREA II – Enlisted personnel (E8 & Below) in the Maine Air National Guard.

PERMANENT CHANGE OF STATION: PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Technical, analytical, supervisory, or administrative experience which has demonstrated the candidates ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience for the GS-11 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-11

1. Ability to develop procedures, policies and guides for tactical network systems.
2. Skill in troubleshooting problems and implementing changes on computer platforms and application software.
3. Knowledge of agency applications, operating systems and components, protocols, and various hardware and software used throughout the organization in order to conduct system administration functions.
4. Knowledge of analysis and design techniques to develop system software modifications, systems administration policy and procedures for use across the organization.
5. Skill in researching and implementing software patches or workarounds, documenting problems and advising the responsible party on support issues.

COMPATIBILITY CRITERIA: AFSC: 3D0X0, 3D0X2, 3D0X3, 3D1X1, 3D1X2

MILITARY ASSIGNMENT: 3D0X2

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: At the GS-11 level, a Ph.D. or equivalent, or 3 years of progressively higher level graduate education leading to such a degree. **Must provide copy of transcript to receive substitution of education.**

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment

authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M SESSIONS
MAJ, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

DUTIES:

This position is located in the Base Systems Flight of an ANG Combat Communications Squadron. The purpose of this position is to provide technical and analytical guidance and support for network hardware and software to include various servers and management terminals utilized by tactical communications units, considering the needs of requesting agencies, their tactics and doctrine. The incumbent performs analytical and evaluative duties related to computer networks. The position has paramount knowledge requirements in the transmission, storage, and retrieval of information in voice, data and/or video formats, information processing methodology, computer capabilities, processing techniques, and information security techniques in a tactical, multiple interactive operating system environment.

-- Configures, manages, monitors, and trouble-shoots various network and application server hardware, operating system software, and peripheral network equipment for both classified and unclassified networks. Conducts testing using remote management terminals to insure operability, efficiency, and compliance with existing standards. Recommends system configuration policies. Develops and maintains procedures for system operations, and installation to include policies for system backup and archives. Configures and manages assigned tactical messaging platforms.

-- Coordinates with internal and external functions for Internet Protocol (IP) address resolution. Coordinates with requesting agencies for messaging addresses and requirements, to include classified and unclassified support. Ensures operation and compatibility of assigned Public Key Infrastructure (PKI) devices. Coordinates with internal and external agencies to ensure overall network design, to include boundary protection devices, will support required networked services. Ensures users, representatives, Work Group Managers (WGM), or Work Group Administrators (WGA), receive and implement correct network device configuration.

-- Analyzes equipment and software reliability and utilization to identify and correct problem areas and to establish network performance levels. Uses benchmarks, performance measurement, and evaluation data, in conjunction with modeling and simulation techniques. Plans for increased network capacity to support any additional customer requirements. Develops recommendations or proposals involving a variety of specialized systems and state-of-the art enhancements designed to meet unique tactical requirements and improve operational efficiency.

-- Performs in-depth analysis of automated and manual systems related to proposals for change, in order to develop or modify information systems to meet tactical network user requirements. Determines applicability of established methods. Using customer input, gathers facts about the nature of the work involved in the user's application area, flow of work, processing actions, and work product(s). Provides technical advice to users. Examines and evaluates alternative means of satisfying user requirements. Suggests technically feasible approaches and makes recommendations regarding the most effective and efficient automation approaches. Designs tactical systems to support various options for several simultaneous interactive users. Determines physical storage requirements. Provides consultation and research to determine common and unique requirements. Establishes and documents standardized terms and data elements.

-- Accomplishes risk analysis, accreditation, and certification packages to include disaster recovery plans in accordance with agency requirements. Assists Information Assurance (IA) personnel in conducting risk analysis and security tests and evaluations. Works with other security officers, users, Network Control Center (NCC) personnel, and other support personnel to ensure mandated security directives are followed. Ensures installation, command, and agency security standards are met. Ensures compliance with all Air Force Computer Emergency Response Team (AFCERTs), Time Compliance Network Orders (TCNO's) and other mandated security updates.

-- Develops, implements, and maintains work center training programs. Plans and schedules tasks and training activities for drill status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished. Responsible for documentation of accomplished training in a timely manner. May require the use of automated training documentation system.

-- Participates with user support personnel to train personnel and functional users on use of automated information systems, computers, local and wide area networks, and other automated tools. Plans, develops and administers training programs implementing the standardization, control, and/or guidance of communications programs.

-- Creates, adapts, and implements guides and controls for network, system, or total communications programs in support of daily operations or training exercises.

-- Performs duties necessary to accomplish information technology and communications functions and provide for customer services in support of programs essential to Squadron daily operations, training, and readiness missions.

-- Performs other duties as assigned.